

Employee Enrollment

You can enroll in RSA-1 at any time. Request an Enrollment Packet from RSA-1 or Field Services. Forms are also located on our Web site.

To participate in RSA-1, an employee must:

- ◆ Complete the [MEMBER RECORD](#) form, [BENEFICIARY DESIGNATION](#) form, and the [INVESTMENT OPTION ELECTION](#) form and submit the completed forms to the RSA-1 Deferred Compensation Plan office at the RSA to establish an account.
- ◆ Once an account is established, the employee initiates salary deferrals by filing an [AUTHORIZATION TO DEFER COMPENSATION](#) form with his or her payroll officer.
- ◆ You can only defer contributions to RSA-1 through payroll deductions. Do not send the AUTHORIZATION TO DEFER COMPENSATION form to RSA-1 or the RSA.

Easy to Make Deferrals

- ◆ Deferrals may be in any amount desired (for example, \$10, \$20, \$50, etc.) by the participant as long as the participant does not exceed the maximum deferral allowable.
- ◆ The amount of the participant's deferral may be increased, decreased or suspended as often as the participant wishes, subject only to employer payroll requirements.
- ◆ Statements will be mailed quarterly in January, April, July, and October. To request your balance, please call or email RSA-1 at rsa1info@rsa.state.al.us.

Note: For the protection of your privacy, RSA-1 will not disclose balances nor confirm beneficiary designation over the phone or through email. Once the request is received, the information is sent to the address on file.